

**Minutes of Special and Regular City Council Meeting of May 22, 2012**  
**City Council Chambers, One Twin Pines Lane**

**6:45 P.M. Special Meeting**

**CLOSED SESSION**

A. Conference with Labor Negotiator, Greg Scoles, under Government Code Section 54957.6: MMCEA, AFSCME

Attended by: Councilmembers Feierbach, Wozniak, Warden (arr. 7:00 p.m.), Lieberman, Braunstein, City Manager Scoles, City Attorney Rennie, Human Resources Director Dino, Finance Director Fil, Fire Chief Fry, and Labor Consultant Doughtie. City Clerk Cook was excused from attending.

**ADJOURNMENT** at this time being 7:30 P.M.

**Terri Cook**  
**City Clerk**

This meeting was not tape recorded or videotaped

**CALL TO ORDER 7:35 P.M.**

**ROLL CALL**

COUNCILMEMBERS PRESENT: Lieberman, Wozniak, Feierbach, Braunstein, Warden

COUNCILMEMBERS ABSENT: None

Staff Present: City Manager Scoles, City Attorney Rennie, Police Chief Mattei, Fire Chief Fry, Parks and Recreation Director Gervais, Community Development Director de Melo, Finance Director Fil, Public Works Director Oskoui, Human Resources Director Dino, Deputy Finance Director Lazzari, Police Captain DeSmidt, Interim Information Services Manager Eggers, City Clerk Cook

**Pledge of Allegiance**

Led by Mayor Warden

**Report From Closed Session**

City Attorney Rennie stated that there were no reportable actions from the Closed Session held earlier.

**SPECIAL PRESENTATIONS**

**Proclamation Declaring Public Works Week**

Mayor Warden read the Proclamation.

Public Works Director Oskoui outlined the activities taking place to celebrate Public Works Week, including an Open House at the City's Corporation Yard.

City Manager Scoles announced that the Silicon Valley Chapter of the American Public Works Association presented an award for the Highway 101 Bicycle/Pedestrian Bridge.

**Recognition of Raphael Kauffmann, San Mateo County Teacher of the Year (Carlmont High School)**

Mayor Warden stated that he recently presented a Proclamation recognizing Carlmont High School Teacher Raphael Kauffmann as San Mateo County's Teacher of the Year. He congratulated Mr. Kauffmann for this achievement and commended him for leaving the private sector in order to become a teacher.

**Raphael Kauffmann** stated that he works as part of a team and expressed his appreciation for being recognized in the city in which he works.

**PUBLIC COMMENTS AND ANNOUNCEMENTS**

**Gino Gasparini**, Recology, Inc., outlined the results of a recent phone survey undertaken by Recology in which that 92 percent of those surveyed expressed satisfaction with Recology's services, and 90 percent indicated a desire to maintain weekly recycling. He described the activities provided by Recology during the recent Earth Day festivities, and thanked the Public Works staff for their assistance with this event. He described the regulations addressed by Assembly Bill 341 which require entities generating four or more cubic yards of solid waste to recycle. He noted that most entities in this category already recycle.

**Council/Board Member Comments and Announcements**

Mayor Warden announced that City Hall would be closed on May 28<sup>th</sup> in observance of Memorial Day. He stated that there is a fifth Tuesday in May but there are no meetings scheduled that day.

**Agenda Amendments**

Councilmember Braunstein noted that he would be abstaining from the minutes of the City Council Meeting of April 24, 2012, as he was absent. City Clerk Cook noted that she would make a minor modification to the minutes of the regular City Council meeting of that evening to indicate that Councilmember Braunstein was absent. City Clerk Cook requested that the minutes of the Belmont Fire Protection District be tabled so that the date of the meeting minutes could be corrected.

**Consent Calendar**

**Approval of Minutes** of Regular City Council Meeting of April 10, 2012, Regular Meeting of the City Council Meeting of April 24, 2012, and Special Meeting of the City Council in its Capacity as Successor Agency of April 24, 2012

**Approval of Resolution 2012-053** of the City Council Approving the Conversion of the 1-hour Parking Zone at 1910 Ralston Avenue (Vivace Ristorante) to a 2-hour Parking Zone

**Approval of Resolution 2012-054** of the City Council Authorizing an Agreement with Kramer Telecom Law Firm for Legal Services Related to Wireless Communications (Applicant Funded Study)

**Approval of** Resolution 2012-055 of the City Council Authorizing a Purchase Order for Unleaded Gasoline and Diesel Fuel from Valley Oil Company for an Amount not to Exceed \$25,000

**Approval of** Resolution 2012-056 of the City Council Approving 30-feet of No Parking Zone to Improve Sight Distance at the Side Entrance of 1060 Continentals Way on Lyall Way

**Approval of** Resolution 2012-057 of the City Council Authorizing a Construction Contract for the Vine Street Sewer Repair Project, City Contract Number 516, for an Amount not to Exceed \$26,400

**Approval of** Resolution 2012-058 of the City Council Authorizing Repair to the Heating Ventilation and Cooling (HVAC) system in City Hall by Clinton Air in the amount of \$5,995 with a 10 percent contingency of \$600.

**ACTION:** On a motion by Councilmember Wozniak, seconded by Councilmember Braunstein, the Consent Agenda was unanimously approved, as amended, by a show of hands (Councilmember Braunstein abstained from the minutes of April 24, 2012).

## **OTHER BUSINESS**

### **Introduce Fiscal Year 2013 Budget**

City Manager Scoles stated that the proposed 2013 Budget implements the changes as a result of the dissolution of the Redevelopment Agency and incorporates the priorities as directed by the City Council. He noted that reserves are projected to reach \$4.1 million, which exceeds the required minimum of \$2.5 million as well as the reserve levels achieved in recent years.

City Manager Scoles explained that the proposed budget increases support to the Support Services Division, as well as changes made in the Parks and Recreation Department which reduces General Fund support for recreation programs and increases support for facilities. He noted that the Belmont Fire Protection District budget reflects a full year of activity, includes increased revenues of \$500,000, and legacy costs for the Belmont-San Carlos Fire Department. He stated that the proposed budget reflects a full year's budget for the in-house City Attorney, the hiring of a vacant police position, and the reassignment of a police officer and code enforcement from the redevelopment agency. He noted that capital expenditures have been reduced primarily due to the fact that the Highway 101 Bicycle/Pedestrian Bridge project has been completed.

Finance Director Fil noted that the proposed budget is fiscally conservative, and the dissolution of the redevelopment agency will have a significant fiscal impact on the General Fund. He explained that future State impacts, especially related to the dissolution, could be detrimental to the City. He pointed out that the State Department of Finance has become a regulatory/oversight entity rather than a budget entity.

Deputy Finance Director Lazzari noted that the City's financial picture has improved in that revenues have increased, expenses are controlled, and reserve levels are met. She reviewed budget policies and recapped fund balances. Finance Director Fil clarified that fund balances will be used this year, which is common, and addresses the area of fleet and equipment purchases.

Deputy Finance Director Lazzari reviewed revenue sources and expenditures. Finance Director Fil noted that revenues are higher than expenses and the City is living within its means. He explained that the General Fund is supporting Development Services due to the loss of the Redevelopment Agency pass-through monies, and is bearing the costs for more staff time as a result of the dissolution. He also explained that the ending fund balance is designed to be set aside for catastrophic events. He noted that PERS (Public Employee Retirement System) and health care costs will have a greater impact over the next two years.

Deputy Finance Director Lazzari outlined projected increases in various taxes, and increases in expenditures by division. She provided General Fund balance trends and the five-year long-term forecast.

Finance Director Fil described the work performed by the Finance Commission subcommittee, and noted that the full Finance Commission would be meeting soon to discuss the budget and would be providing a report to the City Council.

Councilmember Braunstein requested that staff include any minority report of the Commission, if there is one.

Deputy Finance Director Lazzari stated that the Community Development Department has lost three positions. Community Development Director de Melo outlined the department's core functions and described recent accomplishments, reviewed upcoming projects, and outlined goals.

Councilmember Braunstein requested that goals for all departments be restated so they are measurable. City Manager Scoles advised that a timeline and schedule for the Council's priorities will be brought back for review. He acknowledged that some items reflect ongoing efforts.

Deputy Finance Director Lazzari outlined the Belmont Fire Protection District's full year of operations, and noted that the budget includes legacy costs for the former Belmont-San Carlos Fire Department.

Fire Chief Fry described the Belmont Fire Department's core functions. He noted that there is a high level of comfort at the County level regarding the hazardous materials services provided by the Belmont Fire Department, and clarified that the existing contract expires in 2013. He outlined the department's accomplishments and goals.

In response to Council questions, Fire Chief Fry stated that the fire department is involved in more community events than it has in the past. He outlined the life expectancy of the fleet.

Police Captain DeSmidt stated that the Belmont Police Department is the leanest organization it ever has been. He noted that staff is working on succession planning due to pending retirements. He explained the department's core duties, outlined accomplishments over the past year, and noted the department's use of social media for community outreach. He stated that code

enforcement is now being handled through the Police Department, which will be developed into a results-oriented program. He described the department's goals for the next year.

In response to Mayor Warden's questions, Police Captain DeSmidt spoke regarding advantages and disadvantages of the City of San Carlos' partnership with the San Mateo County Sheriff's Department for police services.

Parks and Recreation Director Gervais outlined the core services of the department which include recreation and facilities maintenance. He reviewed the accomplishments and ongoing priorities and noted that cost recovery has improved. He noted that participation in recreation programs and revenues have increased, resulting in less subsidy. He outlined the goals for the coming year.

In response to Council questions, Parks and Recreation Director Gervais explained that it is not unusual for any city's parks and recreation department to have responsibility for facility maintenance. He clarified that there will be fewer fields to maintain after the Belmont-Redwood Shores School District completes its construction projects. City Manager Scoles noted that it is typical for a field services unit of the public works or the finance department to perform building maintenance.

Public Works Director Oskoui outlined the department's core responsibilities, reviewed the previous year's accomplishments, and described upcoming projects.

City Manager Scoles outlined the responsibilities of the supporting departments, including the City Manager's Office, City Clerk's Office, the City Attorney, and Information Services. He described the accomplishments over the previous year and outlined goals.

Councilmember Wozniak expressed her desire to improve communications with the public, which should be handled by the City Manager's office and should be funded. She expressed support for the update of the City's website. City Manager Scoles concurred that the use of social media and other communication tools could be expanded.

**RECESS: 9:40 P.M.**

**RECONVENE: 9:50 P.M.**

Public Works Director Oskoui reviewed the allocation of funds to various capital improvement project categories and clarified that pending Proposition 218 monies have not yet been included. He explained that a capital management plan will be developed and the capital improvement plan reformatted. Parks and Recreation Director Gervais expressed the need to address the aging infrastructure.

In response to Councilmember Braunstein's questions regarding the level of reserves, Finance Director Fil clarified that other cities have differing needs with higher reserves. He explained that staff is comfortable with the City's current reserve policy, and that 20 percent is consistent and typical. He explained the allocation of charges to the various departments to cover the cost of equipment replacement, as well as administrative fees.

Councilmember Lieberman stated that this presentation helps citizens understand the functions of the city. He expressed support for the Capital Improvement Plan and the collaborative effort to help improve transparency.

Councilmember Wozniak expressed concerns regarding unknown factors that could affect the City's budget, increasing PERS (Public Employee Retirement System) costs, and additional impacts that may result from the dissolution of the redevelopment agency. She expressed an ongoing desire to improve communications.

Mayor Warden expressed concern regarding the uncertainty of legacy costs for the fire department, as well as the impact of the redevelopment dissolution. He suggested looking for opportunities to reorganize the City's structure in order to conserve resources. He expressed the need to find resources for economic development and suggested staffing for civic engagement and community outreach.

## **COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS**

### **Verbal Report from City Manager**

City Manager Scoles stated that several City staff members participated in the recent Bike to Work Day. He outlined activities being held this week for Public Works Week.

## **PUBLIC COMMENTS AND ANNOUNCEMENTS**

**George Burgess**, Belmont Chamber of Commerce, noted that the City of Belmont put together a shuttle grant application in a short period of time. He explained that Belmont's application was deferred but will give more opportunity to refine the application. He stated that not all of the monies were allocated, and that discussion continues among the business community regarding the required 25 percent matching funds.

**ADJOURNMENT** at this time, being 10:17 P.M.

**Terri Cook**

**City Clerk**

Meeting Tape Recorded and Videotaped